

**FAIRFAX COUNTY**  
**REZONING APPLICATION PACKAGE - CONVENTIONAL ZONING DISTRICTS**  
**RESIDENTIAL (R)**  
**COMMERCIAL (C)**  
**INDUSTRIAL (I)**

**Revised June 21, 2004**

In order to request a rezoning of land by the Board of Supervisors, an application must be filed with the County by the owners or contract purchasers of the land, or their designated agents. A rezoning application must meet specific submission requirements, and include a fee payment and an affidavit, as set forth in the Fairfax County Zoning Ordinance. This package contains a listing of the submission requirements (Attachment 1), a fee schedule (Attachment 2), a four-part application form (Attachment 3), and an affidavit form (Attachment 4) for use in filing such an application. Also provided is a checklist which may be used to ensure that all required elements are included in an application submission (Attachment 5). With the use of this checklist form, applications which are certified as complete will be processed on a priority basis.

**SUBMISSION REQUIREMENTS.** A synopsis of the submission requirements for an application to rezone land to a conventional Residential (R), Commercial (C) or Industrial (I) Zoning District, pursuant to Section 18-202 of the Fairfax County Zoning Ordinance, is presented as Attachment 1 of this package. In general, the submission requirements include a plat of the property to be rezoned, a legal description, a tax map section sheet, a soils map (for residential development), an affidavit disclosing ownership interests in the property, owner concurrence in the application, a statement of justification for the zoning action proposed, a Generalized Development Plan (GDP) showing the layout of the proposed development, and a fee.

**WHERE TO SUBMIT.** Rezoning applications may be submitted by mail or hand-carried to the Zoning Evaluation Division (ZED), Department of Planning and Zoning (DPZ), 12055 Government Center Parkway, Suite 801, Fairfax, VA. 22035.

**ASSISTANCE.** For assistance in the filing of a rezoning application, other information on the application process, clarification of these instructions, or to set up a preapplication meeting to discuss a potential submission or for help with a submission, please call ZED at (703) 324-1290.

**HELPFUL HINTS.** The following "Helpful Hints" are provided to assist in the filing of a rezoning application.

- Each application should be considered as a "package" which must include all required elements when submitted. Submission of pieces individually, rather than as an overall package, typically increases the time it takes to accept the application.
- Each applicant should designate a "single point of contact" who will be responsible for the application. This may be the applicant, attorney, engineer, or other member of the application team.
- The application package should be reviewed for correctness and completeness prior to submission, and to ensure that all parts are coordinated.
- Submitted Generalized Development Plans and Rezoning Plats should be folded.
- All information, including any supplemental information which may be submitted, should be clearly marked to reference the specific application.

A form is presented in Attachment 5 to assist you with the compilation of an application package. The form is a checklist designed to ensure that all application submission elements are included in the application package. The form needs to be signed by the applicant or a designated agent and should be prominently displayed on top of your submission. With the use of this form, applications which are certified as complete will be processed on a priority basis.

**APPLICATION ACCEPTANCE.** Once an application is submitted, it is reviewed for completeness by County staff. An application must be complete before it is officially accepted by the County. If an application is incomplete, a letter specifying the deficiencies will be mailed to the applicant or designated agent. Once complete, the application is accepted and an acceptance letter is sent to the applicant or designated agent. The application is then assigned to a staff coordinator and distributed to various Departments for their review.

**STAFF REVIEW PROCESS.** Upon acceptance of a rezoning application, the application will be reviewed by staff for compliance with the Comprehensive Plan and the Zoning Ordinance, and to assess its impacts on land use, transportation, environmental resources, public facilities and other factors. The review process is managed by a staff coordinator within ZED who will provide staff comments on the request to the applicant, or the applicant's agent, and will facilitate the resolution of any issues which may be identified. Generally, two staffing milestone dates are scheduled during the review of an application, at which time staff comments are synthesized and subsequently presented to the applicant/agent. The staff coordinator will provide all applicants with a schedule and deadlines for the submission of any revised or additional information, including proffers, which may be submitted during the course of the processing of an application. A written staff report will be prepared documenting the analysis of each application, and presenting a recommendation to the Planning Commission and the Board of Supervisors. The staff report is generally published two weeks prior to the Planning Commission's public hearing.

**PUBLIC HEARINGS.** Public hearings before the Planning Commission and the Board of Supervisors are required for all rezoning applications. The Planning Commission public hearing is scheduled at the time of application acceptance. Applications will generally be scheduled and considered in the order in which they are submitted. The Board of Supervisors public hearing is generally scheduled subsequent to the Planning Commission making its recommendation on the application to the Board of Supervisors.

**NOTIFICATION** During the application process, and prior to the public hearings, the applicant/agent will be required to send written notice to the property owners of each parcel of land included within a rezoning application and to, at a minimum, all property owners adjacent to the subject rezoning property. A package will be sent by the County to the applicant/agent approximately 30 days prior to each public hearing, which contains instructions on how to complete the notification process. Please see Section 18-110 of the Zoning Ordinance for additional information on required notification.

**AMENDMENTS.** The instructions above are also applicable to Proffered Condition Amendments.



Americans with Disabilities Act (ADA): Reasonable accommodation is available upon 7 days advance notice. For additional information on ADA call (703) 324-1334 or TTY (Virginia Relay Center).

**SYNOPSIS OF THE SUBMISSION REQUIREMENTS FOR REZONING APPLICATIONS  
TO THE RESIDENTIAL (R), COMMERCIAL (C), OR INDUSTRIAL (I) DISTRICT**

All applications for amendments to the Zoning Map (Rezoning) must be accompanied by the following items. (See Section 18-202 of the Zoning Ordinance.)

1. An application form completed and signed by the applicant (See Attachment 3).
2. Four (4) copies of a certified plat of the subject property containing the following information:
  - A. Boundaries of the entire property, with bearings and distances of the perimeter property lines, and of each existing and proposed zoning district.
  - B. Total area of property and of each existing and proposed zoning district presented in square feet or acres.
  - C. Scale and north arrow, with north, to the extent feasible, oriented to the top of the plat.
  - D. Location of all existing buildings and structures.
  - E. Names and route numbers of all boundary roads or streets, and the width of existing right(s)-of-way.
  - F. Seal and signature of person preparing the plat.
3. Four (4) copies of a legal description of the property, including metes and bounds of each zoning district proposed.
4. One (1) copy of the current Fairfax County Zoning Section Sheet(s) covering the area of the application, at a scale of one inch equals five hundred feet (1" = 500'), showing:
  - A. Boundaries of the subject property outlined in red.
  - B. Major thoroughfare access to the property and any known plans for future widening as indicated in the adopted comprehensive plan or a plan prepared by the Virginia Department of Transportation.

If more than one (1) Zoning Section Sheet is required to cover the subject property, such sheets shall be attached so as to create an intelligible map.

5. For all applications proposing residential development, five (5) copies of a map identifying classification of soil types at a scale not less than one inch equals five hundred feet (1" = 500'), based upon the County of Fairfax Soils Identification Maps.
6. An affidavit, as presented on an affidavit form (See Attachment 4), completed, signed by the applicant or the applicant's authorized agent and notarized. If the applicant's agent completes the affidavit on the applicant's behalf, a certified statement from the applicant must be submitted showing the agent's authorization to act in such capacity.

Prior to each public hearing on the application, the applicant/agent must reaffirm the affidavit accordance with the reaffirmation procedure outlined on the affidavit form.

Additionally, for developments which are subject to the Affordable Dwelling Unit Program, the owner and/or applicant shall submit an affidavit which shall include:

- A. The names of the owners of all adjacent undeveloped parcels of land owned by the owner and/or applicant as set forth in Par. 1 of Sect. 2-802 of the Zoning Ordinance.
  - B. The Fairfax County Property Identification Map Number, parcel size and zoning district classification for each parcel which is part of the site or portion thereof.
7. An application filed by an agent, contract purchaser or lessee shall include a notarized written statement signed by the property owner indicating the owner's endorsement of the application.
8. Four (4) copies of a written statement of justification, dated and signed.
9. If the proposed amendment is for a rezoning to an R, C or I district, twenty-three (23) copies of a generalized development plan, certified by a professional engineer, architect, landscape architect or land surveyor authorized to practice as such by the State, including any resubmissions of the plan and supporting graphics, to be submitted in accordance with the provisions of Sect. 203 below, and to include the information set forth below. One 8 ½" x 11" reduction of the plan, any resubmissions and supporting graphics shall also be submitted. However, the requirement for such development plan may be modified or waived by the Zoning Administrator when it has been determined that (a) such plan is not necessary for the adequate review of the rezoning application, and (b) such development as is proposed upon rezoning is of a nature as not to have a significant adverse impact upon the community or upon the public facilities available to the property.

A generalized development plan, at a scale of not less than one inch equals one hundred feet (1" = 100'), which scale may be modified by the Zoning Administrator based on the nature and/or size of the application, shall show the following:

Information to be shown on a generalized development plan:

- A. Scale and north arrow, with north, to the extent feasible, oriented to the top of the plan.
- B. Except for single family detached dwellings, the approximate location and dimensions of all proposed structures and uses, to include the maximum height in feet of all structures and penthouses, and a graphic depiction of the angle of bulk plane, if applicable.
- C. The proposed traffic circulation plan including major streets and major pedestrian, bike and/or bridle paths, and the location of all trails required by the adopted comprehensive plan.

- D. All proposed major open space areas and the approximate location of all proposed community and public facilities.
- E. The proposed plan for all major sanitary sewer improvements.
- F. Approximate location, estimated size of footprint in acres and type of all proposed stormwater management facilities, including the full extent of side slopes, embankments, spillways, dams, and approximate water surface elevation for design storms, if applicable. In addition, a preliminary stormwater management plan that includes information about the adequacy of downstream drainage, including the sufficiency of capacity of any storm drainage pipes and other conveyances into which stormwater runoff will be conveyed. When there is 2500 square feet or more of land disturbing activity on the entire application property, in addition to the above, the preliminary stormwater management plan shall include:

- (1) A graphic depicting:
  - (a) The approximate footprint of the stormwater management facility and, where applicable, the height of the dam embankment and the location of the emergency spillway outlet for each stormwater management facility.
  - (b) The approximate on-site and off-site areas to be served by each stormwater management facility, along with the acreage draining to each facility.
  - (c) A preliminary layout of all on-site drainage channels, outfalls and pipes, including inlet and outlet pipes within the stormwater management facility.
  - (d) The approximate location or alternative locations, if any, of any maintenance access road or other means of access to the stormwater management facility, and the identification of the types of surfaces to be used for any such road.
  - (e) Proposed landscaping and tree preservation areas in and near the stormwater management facility.
  - (f) The approximate limits of clearing and grading on-site and off-site for the stormwater management facility, storm drainage pipes, spillways, access roads and outfalls, including the provision of energy dissipation, storm drain outlet protection and/or stream bank stabilization measures.

- (2) A preliminary stormwater management narrative setting forth the following:
    - (a) Description of how the detention and best management practice requirements will be met.
    - (b) The estimated area and volume of storage of the stormwater management facility to meet stormwater detention and best management practice requirements.
    - (c) For each watercourse into which drainage from the property is discharged, a description of the existing outfall conditions, including any existing ponds or structures in the outfall area. The outfall area shall include all land located between the point of discharge from the property that is located farthest upstream, down to the point where the drainage area of the receiving watercourse exceeds 100 times the area of that portion of the property that drains to it or to a floodplain that drains an area of at least 1 square mile, whichever comes first.
    - (d) Description of how the adequate outfall requirements of the Public Facilities Manual will be satisfied.
- G. The location of all existing utility easements having a width of twenty-five (25) feet or more, and all major underground utility easements regardless of width.
- H. A schedule showing the number of parking spaces provided and the number required by the provisions of Article 11 of the Zoning Ordinance.
- I. Existing topography with a maximum contour interval of two (2) feet and a statement indicating whether it is air survey or field run.
- J. A delineation of those general areas that have scenic assets or natural features deserving of protection and preservation, and a statement of how such will be accomplished.
- K. A statement or visual presentation of how adjacent and neighboring properties shall be protected from any adverse effects prompted by the proposed development, to include vehicular access plans and dimensions of all peripheral yards that will be provided.
- L. A delineation of all existing structures, and an indication of their date of construction if known, and whether they will be retained or demolished.
- M. A statement setting forth the maximum gross floor area and FAR proposed for all uses other than residential.

- N. A statement or presentation setting forth the maximum number of dwelling units proposed, and the density and the open space calculations based on the provisions of Sections 2-308 (Maximum Density) and 2-309 (Open Space) of the Zoning Ordinance.
- O. A statement of those special amenities that are proposed within the development.
- P. A statement of the public improvements, both on and off-site, that are proposed for dedication and/or construction, and an estimate of the timing of providing such improvements.
- Q. A statement setting forth the proposed approximate development schedule.
- R. Approximate delineation of any floodplain designated by the Federal Insurance Administration, United States Geological Survey, or Fairfax County, the approximate delineation of any Resource Protection Area and Resource Management Area, and the approximate delineation of any environmental quality corridor as defined in the adopted comprehensive plan, and, if applicable, the distance of any existing and proposed structures from the floodplain, Resource Protection Area and Resource Management Area, or environmental quality corridor.
- S. Any proposed improvements to the public right(s)-of-way and delineation of the existing centerline of all streets abutting the property, including dimensions from the existing centerline to the edge of the pavement and to the edge of the right-of-way.
- T. A plan showing limits of clearing, proposed landscaping and screening in accordance with Article 13 of the Zoning Ordinance, a delineation of existing vegetation, to include existing vegetation to be preserved, and when there is 2500 square feet or more of land disturbing activity, an existing vegetation map.
- U. Approximate delineation of any grave, object or structure marking a place of burial if known, and a statement indicating how the proposed development will impact the burial site.
- V. A statement which confirms the ownership of the subject property, and the nature of the applicant's interest in same.

A generalized development plan not filed with the initial submission of the application shall be submitted within sixty (60) days of the acceptance date of the application. Failure to meet this requirement shall change the acceptance date of the application, may be due cause to delay the processing of the application, and may be due cause to dismiss the application.

The requirement for such development plan may be modified or waived by the Zoning Administrator when it has been determined that (a) such plan is not necessary for the adequate review of the rezoning application, and (b) such development as is proposed upon rezoning is of a nature as not to have a significant adverse impact upon the community or upon the public facilities available to the property.

10. A statement explaining the relationship of the development to and compliance with the development criteria of the adopted comprehensive plan of the County.
11. A listing, if known, of all hazardous or toxic substances as set forth in Title 40, Code of Federal Regulations Parts 116.4, 302.4 and 355; all hazardous waste as set forth in Commonwealth of Virginia/Department of Waste Management Regulations VR 672-10-1 - Virginia Hazardous Waste Management Regulations; and/or petroleum products as defined in Title 40, Code of Federal Regulations Part 280; to be generated, utilized, stored, treated, and/or disposed of on site and the size and contents of any existing or proposed storage tanks or containers.
12. A statement that the proposed development conforms to the provisions of all applicable ordinances, regulations and adopted standards or, if any waiver, exception or variance is sought by the applicant, such shall be specifically noted and with the justification for such modification provided.

If the proposal includes a request for a waiver of the yard regulations for yards abutting certain principal arterial highways and railroad tracks pursuant to Section 2-414 of the Zoning Ordinance, a study showing projected noise impacts, proposed mitigation measures and the effectiveness of such measures shall be submitted.

13. Any additional information that the applicant may desire to proffer in the consideration of the application.
14. Where applicable, any other information as may be required for Overlay Districts (Article 7 of the Zoning Ordinance). The Overlay Districts are: Historic Overlay District, Natural Resource Overlay District, Airport Noise Impact Overlay District, Sign Control Overlay District, Highway Corridor Overlay District, and Water Supply Protection Overlay District.
15. An application fee as shown on the fee schedule set forth in Attachment 2.

Under Par. 3 of Sect. 14-903 of the Zoning Ordinance, a rezoning application for a service station, service station/mini-mart, or vehicle sale, rental and ancillary service establishment requires the submission of a photometric plan. Under Par. 1 of Sect. 14-904 of the Zoning Ordinance, a rezoning application for certain outdoor recreation/sports facilities requires the submission of a sports illumination plan.

Any application may be withdrawn at any time by the applicant or his agent by giving notice in writing to the Zoning Administrator. If the request for withdrawal is made prior to the submission of a generalized development plan, the Zoning Administrator shall refund all except twenty-five (25) percent of the fee paid for filing the application. No fee or part thereof shall be refunded once such development plan has been submitted.



An application may also be administratively withdrawn by the Zoning Administrator if it is determined that the application was accepted in error. In such cases, there shall be a full refund of the fee paid for filing the application.

If an applicant refuses or neglects to prosecute an application or fails to submit a development plan in accordance with the requirements of this Ordinance, the Zoning Administrator may, not less than fifteen (15) days after notice of intention to do so, declare an application dismissed. Notice sent by certified mail, return receipt requested, to the applicant at the last known address shall be deemed adequate compliance with this requirement. If an application is dismissed, there shall be no refund of the filing fee.

If a special exception, special permit or variance is needed in connection with a rezoning, a separate application, and application fee for the respective request are required.

**EFFECTIVE JULY 1, 2005**  
**FEE SCHEDULE FOR REZONING APPLICATIONS**  
All Fees shall be made payable to the County of Fairfax

<b><u>District Requested</u></b>	<b><u>Filing Fee</u></b>
All R Districts	\$8,820 plus \$185 per acre
All C, I Overlay Districts	\$8,820 plus \$295 per acre
PRC District	\$8,820 plus \$295 per acre
PDH, PDC and PRM District	
Application with Conceptual Development Plan	\$8,820 plus \$295 per acre
Application with concurrent filing of Conceptual and Final Development Plans	\$8,820 plus \$435 per acre
Final Development Plan	\$4,410 plus \$140 per acre
Amendment to a Pending Application for an Amendment to the Zoning Map. The fee for a amendment to a pending application is only applicable when the amendment request results in a change in land area, change in use, or other substantial revision.	\$1,470 plus applicable per acre fee for acreage affected by the amendment
Amendment to a pending application for a Final Development Plan or Development Plan Amendment	\$1,335
Amendment to a Proffered Condition,	\$4,410 plus applicable per acre fee for acreage affected by the amendment
Amendment to a Proffered Condition with no new construction	\$4,410

Note: For purpose of computing acreage fees, any portion of an acre shall be counted as an acre.

The fee for an amendment to a pending application is only applicable when the amendment request results in a change in land area, change in use or other substantial revision.

Comprehensive Sign Plan: \$2,670

Amendment to a Comprehensive Sign Plan: \$1,335

Refund of fees for withdrawal of applications shall be in accordance with the provisions of Sections 112, 208 and 308. There shall be no refund of fees for applications that have been dismissed in accordance with the provisions of Sections 113 and 209.



PLEASE TYPE  
OR PRINT IN BLACK INK

COMMONWEALTH OF VIRGINIA  
COUNTY OF FAIRFAX  
APPLICATION FOR ZONING MAP AMENDMENT

APPLICATION NO. \_\_\_\_\_  
(Assigned by Staff)

PETITION

TO: THE BOARD OF SUPERVISORS OF FAIRFAX COUNTY, VIRGINIA

I (We), \_\_\_\_\_, the applicant(s),  
petition you to adopt an ordinance amending the Zoning Map of Fairfax County, Virginia, by  
reclassifying from the \_\_\_\_\_ District to the \_\_\_\_\_  
District the property described below and outlined in red on the Zoning Section Sheet(s)  
accompanying and made a part of this application.

PROPERTY DESCRIPTION

1. LEGAL DESCRIPTION:

Lot(s)	Block(s)	Subdivision	Deed Book	Page No.
--------	----------	-------------	-----------	----------

2. TAX MAP DESCRIPTION:

Map No.	Double Circle No.	Single Circle No.	Parcel(s)/Lot(s) No.	Total Area(Ac.or Sq.Ft.)
---------	-------------------	-------------------	----------------------	--------------------------

3. POSTAL ADDRESS OF PROPERTY: (If any)

4. ADVERTISING DESCRIPTION: (Ex. South of Rt. 236, 1000 feet west of Rt. 274)

5. PRESENT USE: \_\_\_\_\_

6. PROPOSED USE: \_\_\_\_\_

7. SUPERVISOR DISTRICT: \_\_\_\_\_

The name(s) and address(s) of owner(s) of record shall be provided on the affidavit form attached and made part of this application.

The undersigned has the power to authorize and does hereby authorize Fairfax County staff representatives on official business to enter on the subject property as necessary to process the application.

Type or Print Name of Applicant or Agent

Signature of Applicant or Agent

Address

Telephone No.

Home

Work

Please provide name and telephone number of contact person if different from above.

DO NOT WRITE IN THIS SPACE

Date application received: \_\_\_\_\_

Application Fee Paid: \$ \_\_\_\_\_

Date application accepted: \_\_\_\_\_

Form RZ (10/89)



## Rezoning Affidavit Package

### **Please read carefully**

On July 10, 2006, the Board of Supervisors of Fairfax County, Virginia, adopted revisions to the land use affidavit forms to be used with rezoning, special exception, special permit, and variance applications. The Planning Commission adopted its reaffirmation procedures on April 4, 2002. On February 24, 2003, the Board of Supervisors approved amendments to its "Reaffirmation Procedure for Affidavits."

**Important! The adopted Affidavits and Reaffirmation of Affidavit forms shall not be altered or modified in any way. Any form that is altered or modified in any way will not be accepted.**

### **Contents**

1 Rezoning Affidavit	1 Attachment to Par. 1(c)
1 Attachment to Par. 1(a)	1 Attachment to Par. 2
1 Attachment to Par. 1(b)	1 Attachment to Par. 3

### **Instructions**

For your convenience, the *Date* and *Application Number(s)* need only be entered once and will automatically duplicate on each page of this document. Additional copies of the Affidavit and its Attachments can be downloaded as a complete package or individually at [www.fairfaxcounty.gov/dpz/affidavits/](http://www.fairfaxcounty.gov/dpz/affidavits/).

**Please note:** Acrobat Reader will NOT allow you to save changes made to this document. Any information you enter in the form fields will be lost when the PDF file is closed; therefore, be sure to print and review your document before closing.

If you have a complete version of Acrobat installed on your computer, your changes may be saved for later use.

### **Support**

If you are unsure as to which form to use, please call:  
County of Fairfax, Department of Planning and Zoning at 703-324-1290, TTY 711.

For further information or additional forms:  
[www.fairfaxcounty.gov/dpz/affidavits/](http://www.fairfaxcounty.gov/dpz/affidavits/)

# REZONING AFFIDAVIT

DATE: \_\_\_\_\_  
(enter date affidavit is notarized)

I, \_\_\_\_\_, do hereby state that I am an  
(enter name of applicant or authorized agent)

(check one)            ☐     applicant  
                             ☐     applicant's authorized agent listed in Par. 1(a) below

in Application No.(s): \_\_\_\_\_  
(enter County-assigned application number(s), e.g. RZ 88-V-001)

and that, to the best of my knowledge and belief, the following information is true:

=====

1(a). The following constitutes a listing of the names and addresses of all **APPLICANTS, TITLE OWNERS, CONTRACT PURCHASERS**, and **LESSEES** of the land described in the application,\* and, if any of the foregoing is a **TRUSTEE,\*\*** each **BENEFICIARY** of such trust, and all **ATTORNEYS** and **REAL ESTATE BROKERS**, and all **AGENTS** who have acted on behalf of any of the foregoing with respect to the application:

(NOTE: All relationships to the application listed above in **BOLD** print must be disclosed. Multiple relationships may be listed together, e.g., **Attorney/Agent, Contract Purchaser/Lessee, Applicant/Title Owner**, etc. For a multiparcel application, list the Tax Map Number(s) of the parcel(s) for each owner(s) in the Relationship column.)

<b>NAME</b> (enter first name, middle initial, and last name)	<b>ADDRESS</b> (enter number, street, city, state, and zip code)	<b>RELATIONSHIP(S)</b> (enter applicable relationships listed in <b>BOLD</b> above)
--	---	--

(check if applicable)            ☐     There are more relationships to be listed and Par. 1(a) is continued on a "Rezoning Attachment to Par. 1(a)" form.

\* In the case of a condominium, the title owner, contract purchaser, or lessee of 10% or more of the units in the condominium.

\*\* List as follows: Name of trustee, Trustee for (name of trust, if applicable), for the benefit of: (state name of each beneficiary).

**REZONING AFFIDAVIT**

DATE: \_\_\_\_\_  
(enter date affidavit is notarized)

for Application No. (s): \_\_\_\_\_  
(enter County-assigned application number(s))

=====

1(b). The following constitutes a listing\*\*\* of the **SHAREHOLDERS** of all corporations disclosed in this affidavit who own 10% or more of any class of stock issued by said corporation, and where such corporation has 10 or less shareholders, a listing of all of the shareholders, **and if the corporation is an owner of the subject land, all of the OFFICERS and DIRECTORS of such corporation:**

(**NOTE:** Include **SOLE PROPRIETORSHIPS, LIMITED LIABILITY COMPANIES, and REAL ESTATE INVESTMENT TRUSTS** herein.)

**CORPORATION INFORMATION**

**NAME & ADDRESS OF CORPORATION:** (enter complete name, number, street, city, state, and zip code)

**DESCRIPTION OF CORPORATION:** (check one statement)

- ☐ There are 10 or less shareholders, and all of the shareholders are listed below.
- ☐ There are more than 10 shareholders, and all of the shareholders owning 10% or more of any class of stock issued by said corporation are listed below.
- ☐ There are more than 10 shareholders, but no shareholder owns 10% or more of any class of stock issued by said corporation, and no shareholders are listed below.

**NAMES OF SHAREHOLDERS:** (enter first name, middle initial, and last name)

**NAMES OF OFFICERS & DIRECTORS:** (enter first name, middle initial, last name & title, e.g. **President, Vice President, Secretary, Treasurer,** etc.)

(check if applicable) ☐ There is more corporation information and Par. 1(b) is continued on a "Rezoning Attachment 1(b)" form.

\*\*\* All listings which include partnerships, corporations, or trusts, to include the names of beneficiaries, must be broken down successively until: (a) only individual persons are listed or (b) the listing for a corporation having more than 10 shareholders has no shareholder owning 10% or more of any class of stock. ***In the case of an APPLICANT, TITLE OWNER, CONTRACT PURCHASER, or LESSEE\* of the land that is a partnership, corporation, or trust, such successive breakdown must include a listing and further breakdown of all of its partners, of its shareholders as required above, and of beneficiaries of any trusts. Such successive breakdown must also include breakdowns of any partnership, corporation, or trust owning 10% or more of the APPLICANT, TITLE OWNER, CONTRACT PURCHASER, or LESSEE\* of the land. Limited liability companies and real estate investment trusts and their equivalents are treated as corporations, with members being deemed the equivalent of shareholders; managing members shall also be listed.*** Use footnote numbers to designate partnerships or corporations, which have further listings on an attachment page, and reference the same footnote numbers on the attachment page.

# REZONING AFFIDAVIT

DATE: \_\_\_\_\_  
(enter date affidavit is notarized)

for Application No. (s): \_\_\_\_\_  
(enter County-assigned application number(s))

1(c). The following constitutes a listing\*\*\* of all of the **PARTNERS**, both **GENERAL** and **LIMITED**, in any partnership disclosed in this affidavit:

## PARTNERSHIP INFORMATION

**PARTNERSHIP NAME & ADDRESS:** (enter complete name, number, street, city, state and zip code)

(check if applicable) ☐ The above-listed partnership has no limited partners.

**NAMES AND TITLE OF THE PARTNERS** (enter first name, middle initial, last name, and title, e.g. **General Partner, Limited Partner, or General and Limited Partner**)

(check if applicable) ☐ There is more partnership information and Par. 1(c) is continued on a “Rezoning Attachment to Par. 1(c)” form.

\*\*\* All listings which include partnerships, corporations, or trusts, to include the names of beneficiaries, must be broken down successively until: (a) only individual persons are listed or (b) the listing for a corporation having more than 10 shareholders has no shareholder owning 10% or more of any class of stock. ***In the case of an APPLICANT, TITLE OWNER, CONTRACT PURCHASER, or LESSEE\* of the land that is a partnership, corporation, or trust, such successive breakdown must include a listing and further breakdown of all of its partners, of its shareholders as required above, and of beneficiaries of any trusts. Such successive breakdown must also include breakdowns of any partnership, corporation, or trust owning 10% or more of the APPLICANT, TITLE OWNER, CONTRACT PURCHASER or LESSEE\* of the land. Limited liability companies and real estate investment trusts and their equivalents are treated as corporations, with members being deemed the equivalent of shareholders; managing members shall also be listed.*** Use footnote numbers to designate partnerships or corporations, which have further listings on an attachment page, and reference the same footnote numbers on the attachment page.



**REZONING AFFIDAVIT**

DATE: \_\_\_\_\_  
(enter date affidavit is notarized)

for Application No. (s): \_\_\_\_\_  
(enter County-assigned application number(s))

=====

1(d). One of the following boxes **must** be checked:

[ ] In addition to the names listed in Paragraphs 1(a), 1(b), and 1(c) above, the following is a listing of any and all other individuals who own in the aggregate (directly and as a shareholder, partner, and beneficiary of a trust) 10% or more of the **APPLICANT, TITLE OWNER, CONTRACT PURCHASER, or LESSEE\*** of the land:

[ ] Other than the names listed in Paragraphs 1(a), 1(b), and 1(c) above, no individual owns in the aggregate (directly and as a shareholder, partner, and beneficiary of a trust) 10% or more of the **APPLICANT, TITLE OWNER, CONTRACT PURCHASER, or LESSEE\*** of the land.

2. That no member of the Fairfax County Board of Supervisors, Planning Commission, or any member of his or her immediate household owns or has any financial interest in the subject land either individually, by ownership of stock in a corporation owning such land, or through an interest in a partnership owning such land.

**EXCEPT AS FOLLOWS:** (**NOTE:** If answer is none, enter “**NONE**” on the line below.)

(check if applicable) [ ] There are more interests to be listed and Par. 2 is continued on a “Rezoning Attachment to Par. 2” form.

**REZONING AFFIDAVIT**

DATE: \_\_\_\_\_  
(enter date affidavit is notarized)

for Application No. (s): \_\_\_\_\_  
(enter County-assigned application number(s))

3. That within the twelve-month period prior to the public hearing of this application, no member of the Fairfax County Board of Supervisors, Planning Commission, or any member of his or her immediate household, either directly or by way of partnership in which any of them is a partner, employee, agent, or attorney, or through a partner of any of them, or through a corporation in which any of them is an officer, director, employee, agent, or attorney or holds 10% or more of the outstanding bonds or shares of stock of a particular class, has, or has had any business or financial relationship, other than any ordinary depositor or customer relationship with or by a retail establishment, public utility, or bank, including any gift or donation having a value of more than \$100, singularly or in the aggregate, with any of those listed in Par. 1 above.

**EXCEPT AS FOLLOWS:** (**NOTE:** If answer is none, enter “**NONE**” on line below.)

**(NOTE:** Business or financial relationships of the type described in this paragraph that arise after the filing of this application and before each public hearing must be disclosed prior to the public hearings. See Par. 4 below.)

(check if applicable)    ☐    There are more disclosures to be listed and Par. 3 is continued on a “Rezoning Attachment to Par. 3” form.

4. That the information contained in this affidavit is complete, that all partnerships, corporations, and trusts owning 10% or more of the APPLICANT, TITLE OWNER, CONTRACT PURCHASER, or LESSEE\* of the land have been listed and broken down, and that prior to each and every public hearing on this matter, I will reexamine this affidavit and provide any changed or supplemental information, including business or financial relationships of the type described in Paragraph 3 above, that arise on or after the date of this application.

=====

**WITNESS the following signature:**

(check one)                      ☐ Applicant                      ☐ Applicant's Authorized Agent

\_\_\_\_\_  
(type or print first name, middle initial, last name, and title of signee)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in the State/Comm. of \_\_\_\_\_, County/City of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**Rezoning Attachment to Par. 1(a)**

DATE: \_\_\_\_\_  
(enter date affidavit is notarized)

for Application No. (s): \_\_\_\_\_  
(enter County-assigned application number (s))

**(NOTE):** All relationships to the application are to be disclosed. Multiple relationships may be listed together, e.g., **Attorney/Agent, Contract Purchaser/Lessee, Applicant/Title Owner**, etc. For a multiparcel application, list the Tax Map Number(s) of the parcel(s) for each owner(s) in the Relationship column.

**NAME**

(enter first name, middle initial, and last name)

**ADDRESS**

(enter number, street, city, state, and zip code)

**RELATIONSHIP(S)**

(enter applicable relationships listed in **BOLD** above)

(check if applicable)

[ ] There are more relationships to be listed and Par. 1(a) is continued further on a “Rezoning Attachment to Par. 1(a)” form.

**Rezoning Attachment to Par. 1(b)**

DATE: \_\_\_\_\_  
(enter date affidavit is notarized)

for Application No. (s): \_\_\_\_\_  
(enter County-assigned application number (s))

**NAME & ADDRESS OF CORPORATION:** (enter complete name, number, street, city, state, and zip code)

**DESCRIPTION OF CORPORATION:** (check one statement)

- ☐ There are 10 or less shareholders, and all of the shareholders are listed below.
- ☐ There are more than 10 shareholders, and all of the shareholders owning 10% or more of any class of stock issued by said corporation are listed below.
- ☐ There are more than 10 shareholders, but no shareholder owns 10% or more of any class of stock issued by said corporation, and no shareholders are listed below.

**NAMES OF THE SHAREHOLDER:** (enter first name, middle initial, and last name)

=====

**NAMES OF OFFICERS & DIRECTORS:** (enter first name, middle initial, last name, and title, e.g. President, Vice-President, Secretary, Treasurer, etc.)

=====

**NAME & ADDRESS OF CORPORATION:** (enter complete name, number, street, city, state, and zip code)

**DESCRIPTION OF CORPORATION:** (check one statement)

- ☐ There are 10 or less shareholders, and all of the shareholders are listed below.
- ☐ There are more than 10 shareholders, and all of the shareholders owning 10% or more of any class of stock issued by said corporation are listed below.
- ☐ There are more than 10 shareholders, but no shareholder owns 10% or more of any class of stock issued by said corporation, and no shareholders are listed below.

**NAMES OF THE SHAREHOLDERS:** (enter first name, middle initial, and last name)

=====

**NAMES OF OFFICERS & DIRECTORS:** (enter first name, middle initial, last name, and title, e.g. President, Vice-President, Secretary, Treasurer, etc.)

(check if applicable)      ☐ There is more corporation information and Par. 1(b) is continued further on a "Rezoning Attachment to Par. 1(b)" form.

**Rezoning Attachment to Par. 1(c)**

DATE: \_\_\_\_\_  
(enter date affidavit is notarized)

for Application No. (s): \_\_\_\_\_  
(enter County-assigned application number (s))

**PARTNERSHIP NAME & ADDRESS:** (enter complete name & number, street, city, state & zip code)

(check if applicable)    ☐    The above-listed partnership has no limited partners.

**NAMES AND TITLES OF THE PARTNERS:** (enter first name, middle initial, last name, and title, e.g.,  
**General Partner, Limited Partner, or General and Limited Partner**)

(check if applicable)    ☐    There is more partnership information and Par. 1(c) is continued further on a  
“Rezoning Attachment to Par. 1(c)” form.

**Rezoning Attachment to Par. 2**

DATE: \_\_\_\_\_  
(enter date affidavit is notarized)

for Application No. (s): \_\_\_\_\_  
(enter County-assigned application number (s))

(check if applicable)

☐ There are more financial interests in the subject land to be listed and Par. 2 is continued further on a “Rezoning Attachment to Par. 2” form.

**Rezoning Attachment to Par. 3**

DATE: \_\_\_\_\_  
(enter date affidavit is notarized)

for Application No. (s): \_\_\_\_\_  
(enter County-assigned application number (s))

(check if applicable)

☐ There are more disclosures to be listed for Par. 3, and Par. 3 is continued further on a “Rezoning Attachment to Par. 3” form.

**Rezoning Application Submission Package Elements**  
(Checklist to be used to ensure all submission elements  
are included in application package)

- \_\_\_\_\_ **Zoning Plat**
- \_\_\_\_\_ **Legal Description**
- \_\_\_\_\_ **Tax Map Section**
- \_\_\_\_\_ **Soils Map (for residential)**
- \_\_\_\_\_ **Affidavit**
- \_\_\_\_\_ **Ownership Concurrence**
- \_\_\_\_\_ **Statement of Justification**
- \_\_\_\_\_ **Development Plan**
  - \_\_\_\_\_ Generalized Development Plan
  - \_\_\_\_\_ Conceptual Development Plan
  - \_\_\_\_\_ Final Development Plan
- \_\_\_\_\_ **Fee Payment**

I certify that the above items have been included in this rezoning application package and that I have clearly labeled and cross-referenced all parts, and that, as such, my submission will be reviewed on a priority basis.

I recognize that should any of these applicable items not be included, this package will not be reviewed for acceptance until all items are submitted.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Applicant/Agent**